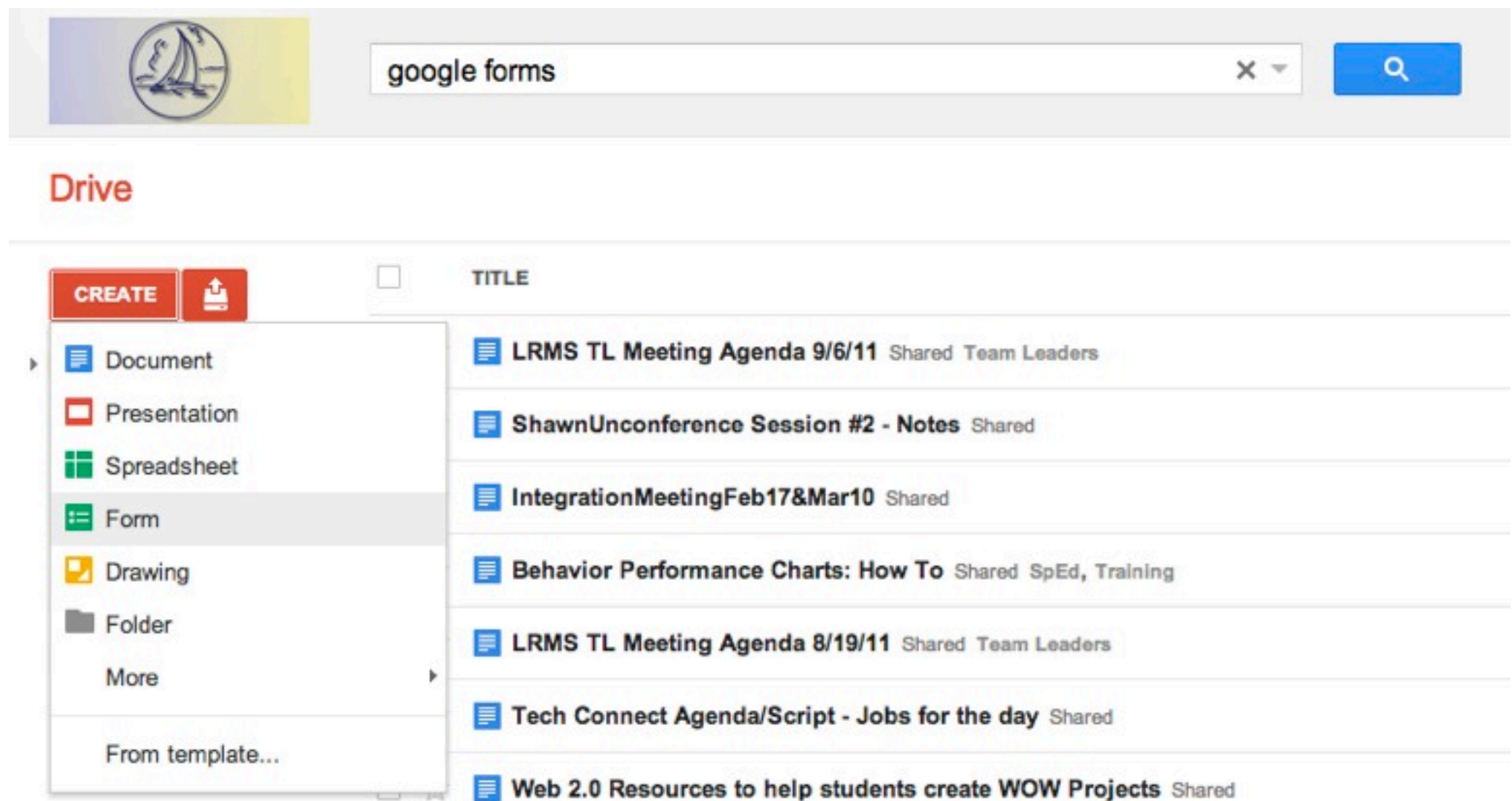


# Creating an Online Assessment

Using  Forms

Ryan Palmer  
Experts Down the Hall  
Summative and Formative Assessments  
with Google Docs

# Select Create New > Form in your Google Drive Account.



Give the form a name.  
In the Question Title field enter  
“Student Name”

The screenshot shows the Google Forms editor interface. At the top, there is a blue header bar with buttons: '+ Add Item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the header, the form title is 'Untitled form'. A purple callout box with the text 'Title form.' has an arrow pointing to the 'Untitled form' text. Below the title, there is a text area with the placeholder text 'You can include any text or info that will help people fill this out.' Below this, the 'Question Title' field is highlighted in yellow and contains the text 'Name'. A red callout box with the text 'Make the first question student name.' has an arrow pointing to the 'Name' text in the 'Question Title' field. Below the 'Question Title' field, there are fields for 'Help Text' and 'Question Type' (set to 'Text'). Below these, there is a dashed box labeled 'Their answer'. At the bottom of the yellow highlighted area, there are buttons for 'Done' and a checkbox labeled 'Make this a required question'. Below the yellow area, there is a section titled 'Sample Question 2' with an empty text field.

Enter Question in the Question Title Field.  
Provide Help Text if you wish.  
Select Question Type.

The screenshot shows a quiz creation interface. At the top, there is a blue header bar with buttons: '+ Add Item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below this, there is a text input field for the quiz title, currently containing 'Quiz 1'. Underneath the title is a text area for help text, with the placeholder text 'You can include any text or info that will help people fill this out.' Below the help text is a 'Name' field with an asterisk. The main section is a yellow box containing the question details. It has a 'Question Title' field with the text 'When did the US declare independence?', a 'Help Text' field, and a 'Question Type' dropdown menu. The dropdown menu is open, showing options: 'Text' (selected), 'Paragraph text', 'Multiple choice', 'Checkboxes', 'Choose from a list', 'Scale', and 'Grid'. A red callout box with the text 'Select question type.' has an arrow pointing to the 'Text' option in the dropdown menu. At the bottom of the yellow box, there is a 'Done' button and a checkbox labeled 'Make this'.

# Check off the “Make this a required question” box so students “have” to complete in order to submit.

The screenshot shows a quiz creation interface. At the top, there is a text box labeled "Quiz 1". Below it is a text area with the placeholder text "You can include any text or info that will help people fill this out." followed by a "Name \*" field. The main section is a yellow box containing the following fields: "Question Title" with the text "When did the US declare independence?", "Help Text" (empty), "Question Type" set to "Text", and "Their answer" (dashed box). At the bottom of the yellow box is a "Done" button and a checkbox labeled "Make this a required question". A red callout box with a red border and red text says "Select 'required question' so that students can't skip questions." A red arrow points from the callout box to the checkbox.

Quiz 1

You can include any text or info that will help people fill this out.

Name \*

Question Title When did the US declare independence?

Help Text

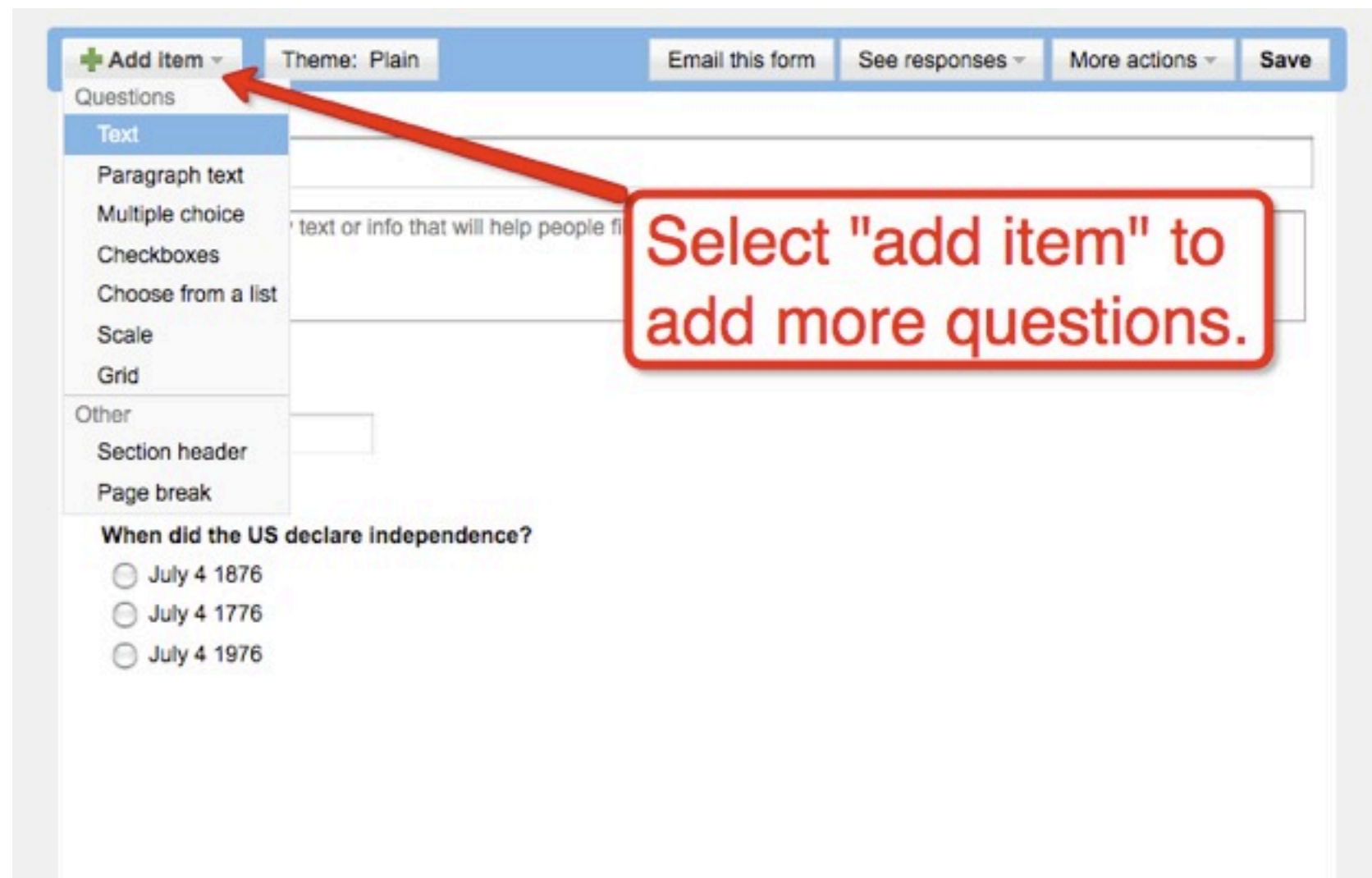
Question Type Text

Their answer

Done ☐ Make this a required question

Select "required question" so that students can't skip questions.

# Click the “Add item” button to add more questions.

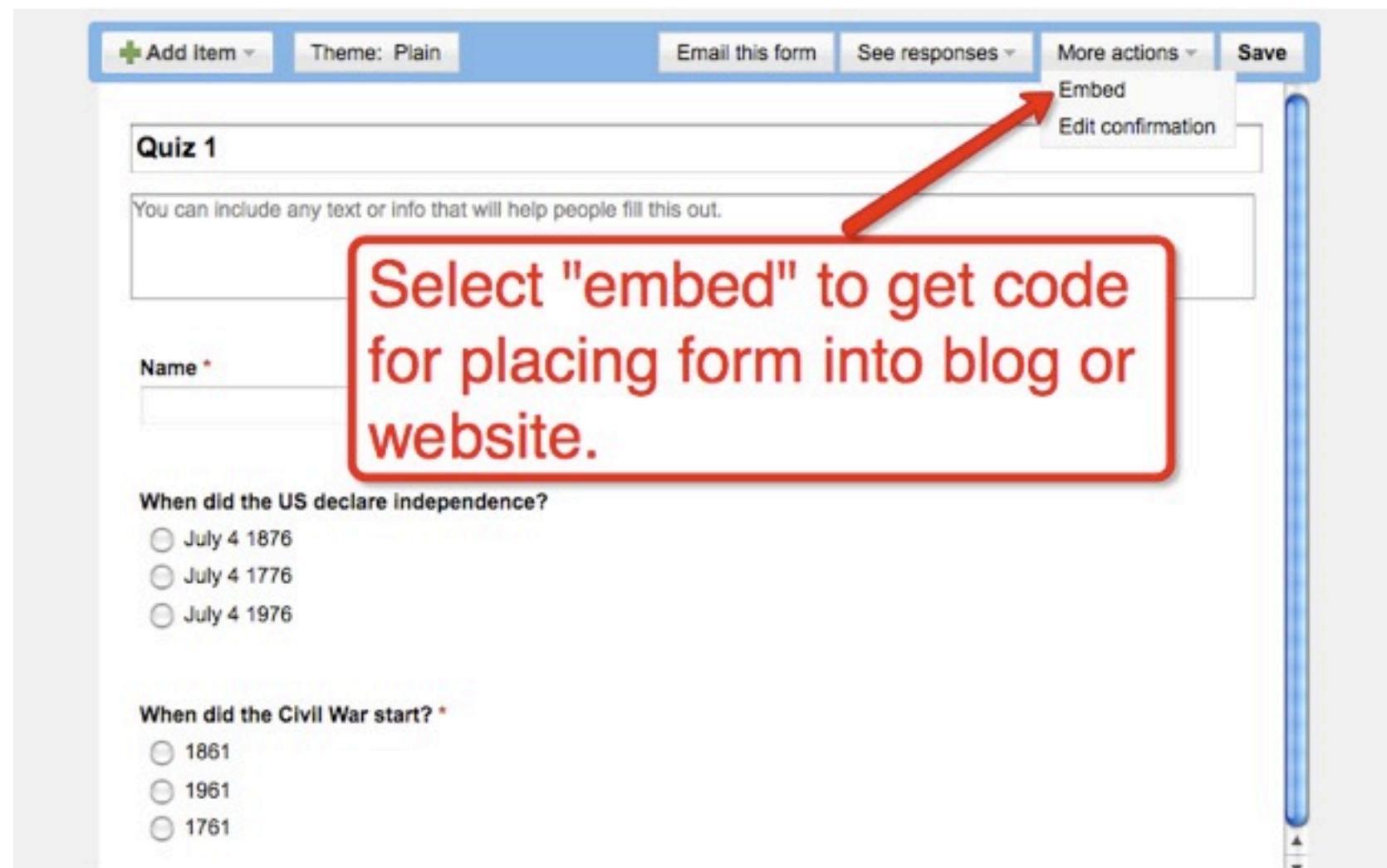


## Feel free to mix and match the types of questions.

Once all of your questions are  
completed....  
You embed the quiz on a page on  
your web site.



# In the upper-right corner select “Embed” from the “More actions” menu.



The screenshot shows the Google Forms editor interface. At the top, there is a blue header bar with several buttons: '+ Add Item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. The 'More actions' button is highlighted with a red arrow pointing to its dropdown menu, which contains the options 'Embed' and 'Edit confirmation'. A red box with white text is overlaid on the form, stating: 'Select "embed" to get code for placing form into blog or website.' The form itself is titled 'Quiz 1' and includes a text area for instructions, a 'Name' field, and two multiple-choice questions: 'When did the US declare independence?' and 'When did the Civil War start? \*'. The first question has three options: 'July 4 1876', 'July 4 1776', and 'July 4 1976'. The second question has three options: '1861', '1961', and '1761'.

Quiz 1

You can include any text or info that will help people fill this out.

Name \*

When did the US declare independence?

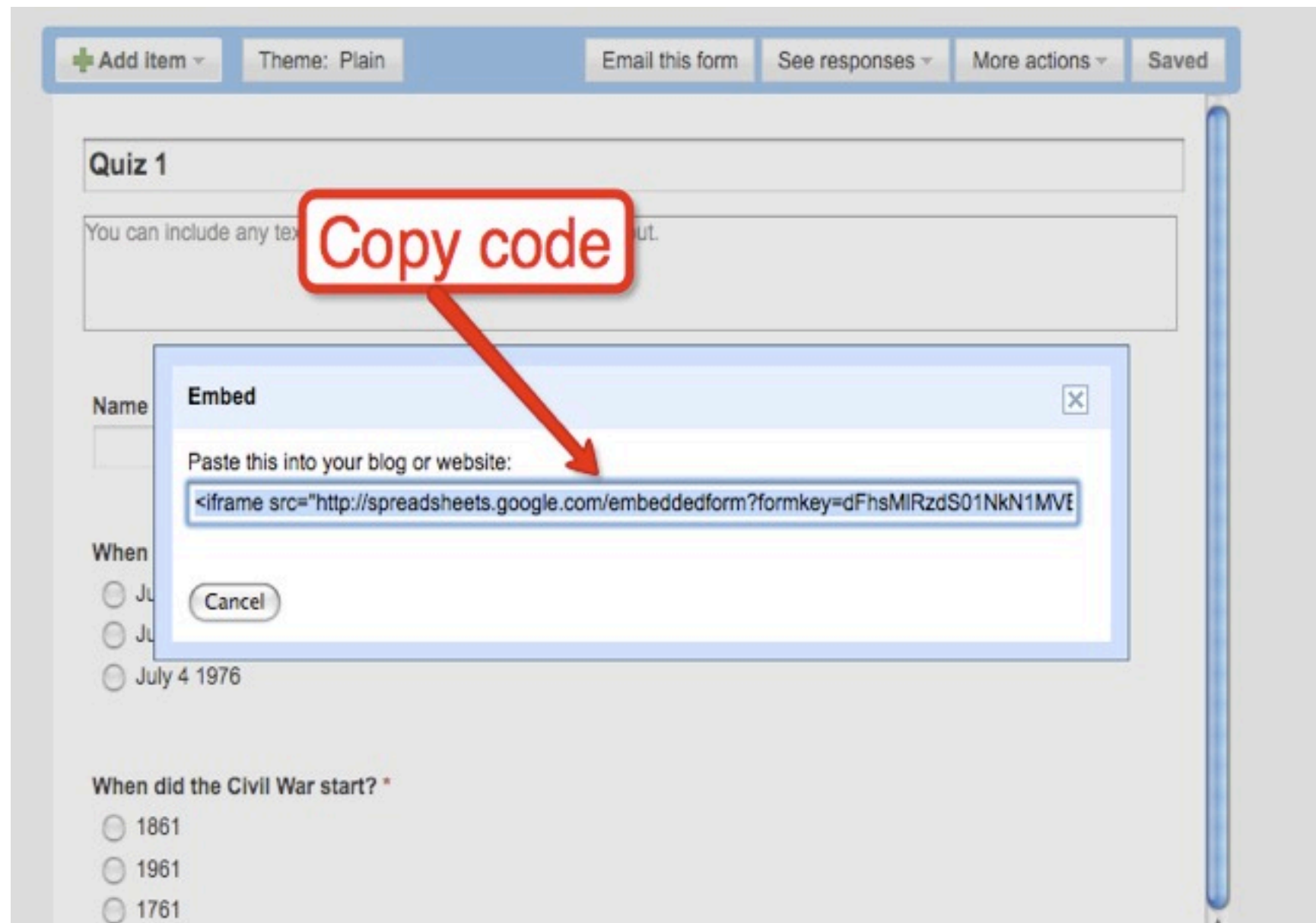
- ☐ July 4 1876
- ☐ July 4 1776
- ☐ July 4 1976

When did the Civil War start? \*

- ☐ 1861
- ☐ 1961
- ☐ 1761



The embed code will be displayed. Copy this by holding down Control and clicking on it. Select Copy from menu.



# Click on the name of your site or team site if you wish to make the quiz available to your entire team.

lakeregionschools.org sites

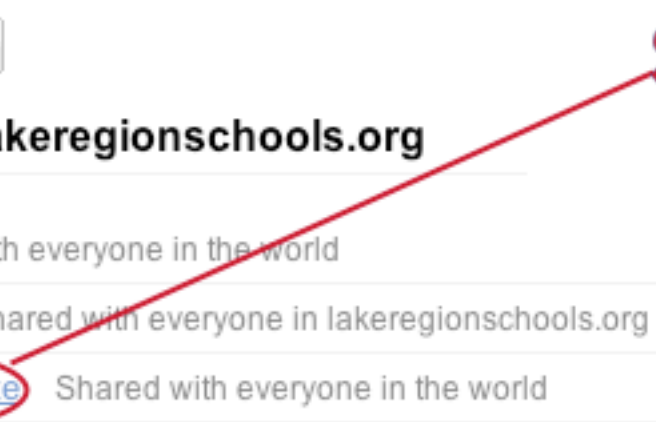
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Create new site

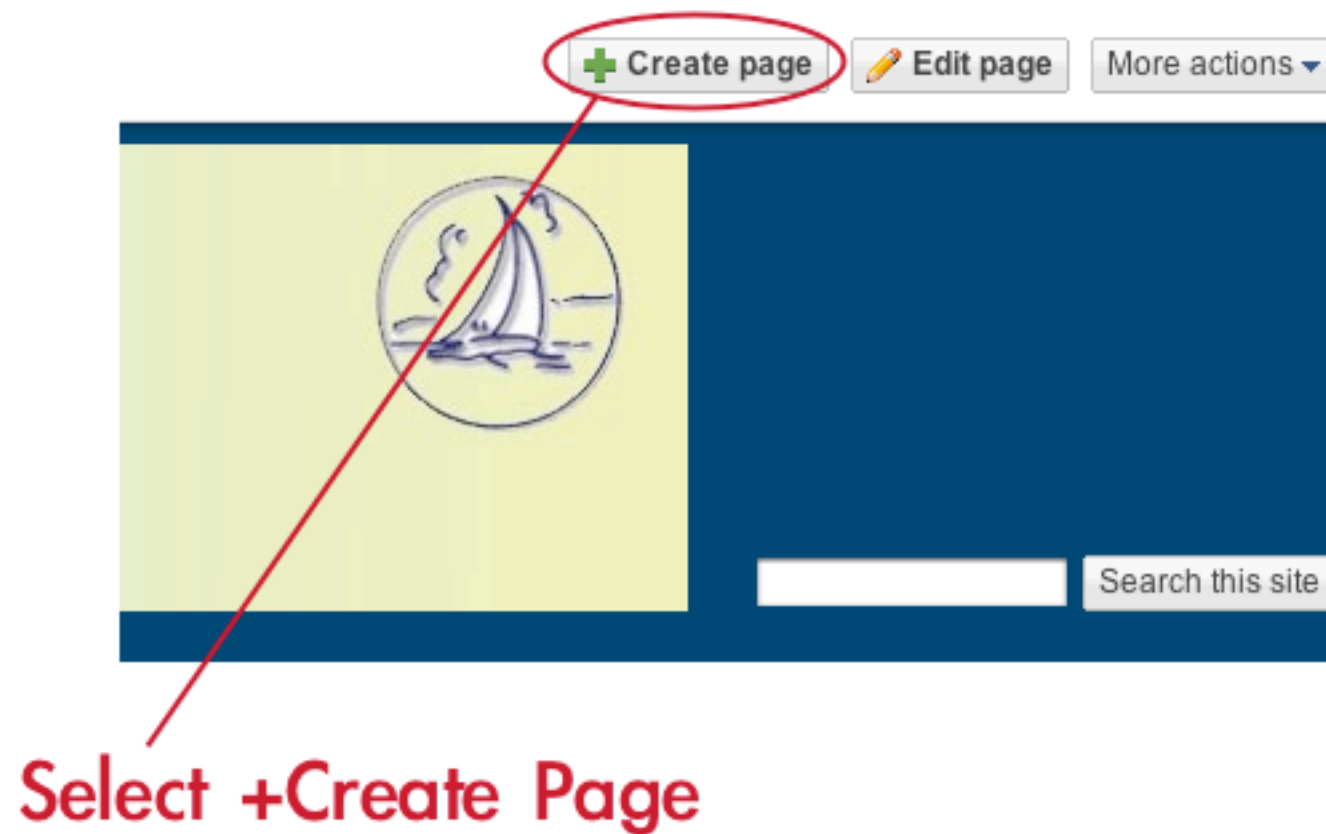
**My sites in lakeregionschools.org**

<a href="#">Kibby</a>	Shared with everyone in the world
<a href="#">Kim Hutchins</a>	Shared with everyone in lakeregionschools.org
<a href="#">Kim.Cowperthwaite</a>	Shared with everyone in the world
<a href="#">Kineo</a>	Shared with everyone in the world

Select your site.




# Select “+Create Page” from the upper right corner of your site.





# Select Web Page > Give Page Title > Place Under Your Site > Create Page

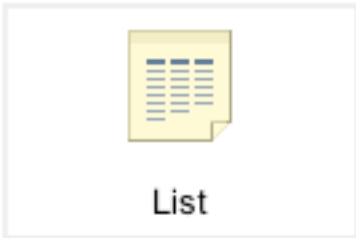
Select a template to use ([Learn more](#))

**Select Web Page**

 Web Page

 Announcements

 File Cabinet

 List

---

Name:

**Give page title.**

Your page will be located at: /a/lakeregionschools.org/kim-cowperthwaite/home/g [Change](#)

☐ Put page at the **top level**

☒ Put page under **Mrs. Cowperthwaite - Team Kibby**

> Geography quiz

[Choose a different location](#)

**Place under your site.**

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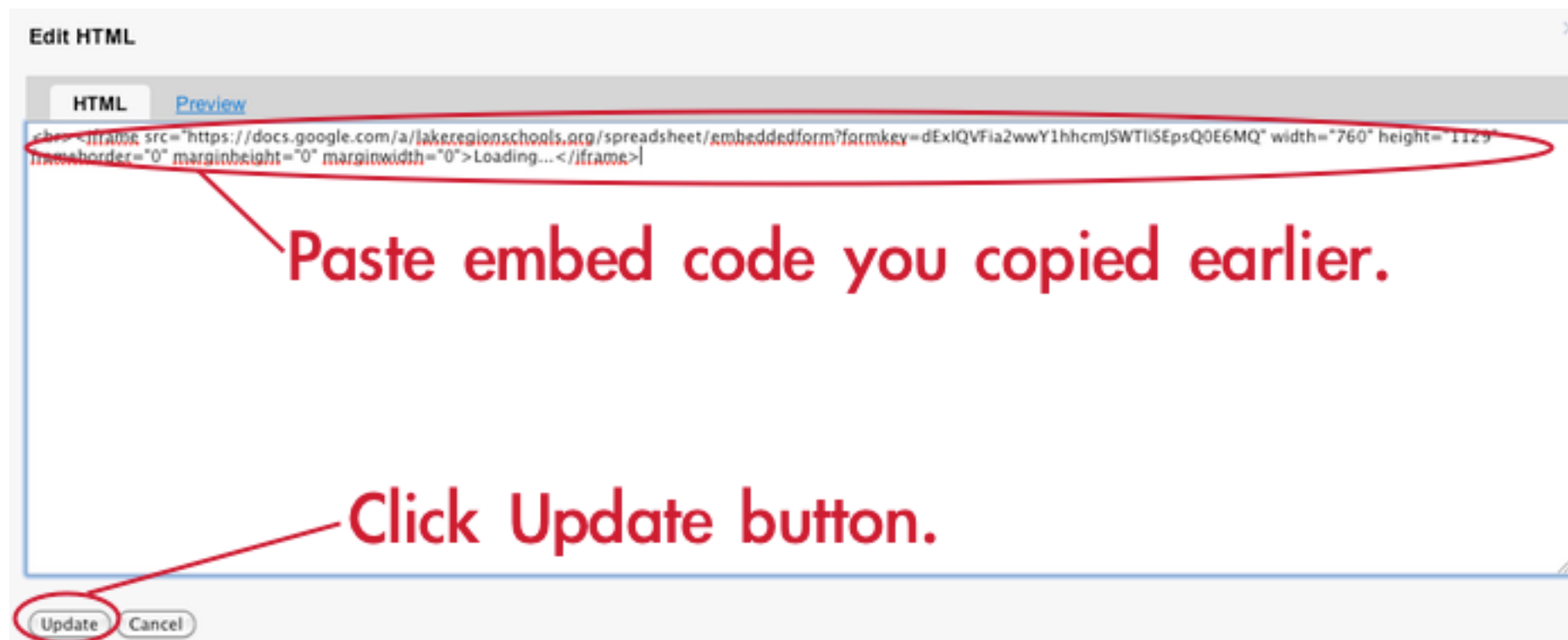
**Finally, click "Create Page".**

# Select HTML from toolbar.

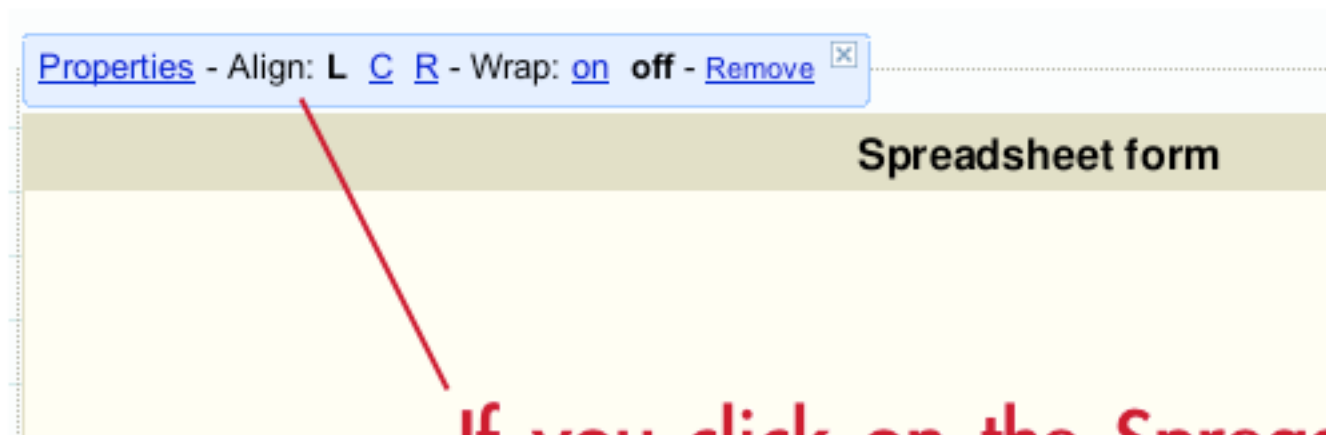


Select HTML from toolbar

## Paste embed code (⌘ + v). Click Update.



# Edit the behavior of your form.



If you click on the Spreadsheet form gadget, the edit window will appear.

Change how your form appears on the page if you wish. Click Save.

A screenshot of the "Google Spreadsheet Form Properties" dialog box. It has a title bar with a close button (X). Below the title bar is a "Change" button with a spreadsheet icon. The main section is titled "Display:" and contains two checkboxes: "Include border around Google Spreadsheet Form" and "Include title:". Below these are input fields for "Height: 1129 pixels" and "Width: 760 pixels (leave empty for 100% width)". At the bottom are "Save" and "Cancel" buttons.



All that is left if for you to direct students to this page so that they can take the quiz.